

**RESOLUTION NO. 2021-32**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF LADUE, MISSOURI A WORK ORDER WITH CBB FOR ENGINEERING CONSULTANT SERVICES UNDER THE ON-CALL PROFESSIONAL SERVICES CONTRACT FOR A TRAFFIC ENGINEERING STUDY FOR CLAYTON ROAD BUSINESS DISTRICT PEDESTRIAN CROSSING STUDY**

**WHEREAS**, On June 27, 2018, the City executed a Professional Services Contract with CBB for On-call Engineering services for the Traffic Engineering Category after having issued a Request for Qualifications (RFQ) for on-call services for various engineering categories; and

**WHEREAS**, the City is in receipt of concerns from merchants located in the Clayton Road Business District regarding the walkability of the corridor as well as pedestrian safety; and

**WHEREAS**, the City, has preliminarily investigated the merchants concerns by conducting field visits, attending merchants meeting, and discussing these pedestrian access concerns in this corridor with the on-call consultant to jointly develop key components for the scope of work for a study; and

**WHEREAS**, Public Works staff reviewed the detailed project scope of services and hourly rate estimate, and determined the scope is appropriate and within the budget identified in the Road and Bridge Fund Budget for Traffic Engineering Studies; and

**WHEREAS**, the Public Works Committee at their June 2, 2021 meeting, reviewed the detailed project scope of services and made a positive recommendation for approval of the study to City Council after the scope of work was reduced to eliminate portions of the public engagement and concept development work; and

**WHEREAS**, the City Council now desires and finds it in the best interest of the City to approve Work Order #6 for Traffic Engineering Services for Clayton Road Business District with respect to pedestrian crossings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LADUE, MISSOURI, AS FOLLOWS:**

**Section 1.** The City Council hereby authorizes the Mayor to authorize on behalf of the City the Work Order #6 under the On-Call Engineering Professional Services Contract for Traffic Engineering Services for Clayton Road Business District Pedestrian Crossings ("Scope of Work").

**Section 2.** This Resolution shall take effect and be in force from and after its passage and approval by the Mayor.

**Adopted by the City Council and approved by the Mayor on this \_\_\_\_ day of \_\_\_\_\_ 2021.**

\_\_\_\_\_  
**Nancy Spewak, Mayor**

**ATTEST:**

\_\_\_\_\_  
Laura Rider, City Clerk

June 8, 2021

Ms. Anne C. Lamitola, P.E.  
Director of Public Works  
City of Ladue, Missouri  
9345 Clayton Road  
Ladue, Missouri 63124

RE: Proposal for On-Call Traffic Engineering Services  
Work Order #6 – Clayton Road CBD Pedestrian Crossings  
CBB Proposal No. P21-064R

Dear Anne:

In accordance with your request, CBB is pleased to submit the following proposal for transportation planning services. This work would be completed under the terms of the current on-call services contract between CBB and the City of Ladue.

The study would evaluate traffic conditions along Clayton Road in the Central Business District, generally at the intersections with Waverton and Midpark, with respect to safe pedestrian crossing opportunities. We understand that the City owns and maintains Clayton Road in the study area. We would identify workable and safe solutions to connect the north and south sides of the street for pedestrians. CBB previously addressed the intersection of Conway Road and Clayton Road as well as the operations of Ladue Middle School for the Ladue School District with respect to signalization. Those issues would not be revisited as part of this study.

CBB discussed this project with you in the field prior to preparing this proposal, and our work was refined based on subsequent direction from you. The purpose of the planning study would be to identify viable locations and appropriate traffic controls for adding pedestrian crossings of Clayton Road. The study may also address other concerns related to pedestrian flow along the south side of the street and to/from the building entrances in concept. In order to match the City's needs within your current resources, the following proposal has been assembled in a menu format.



### **Scope of Services**

The specific scope of services is described below:

#### **Phase One: Evaluation of Alternatives**

1. The study will commence with a kick-off meeting with the City of Ladue staff to discuss the approach to the project, various project ideas/recommendations, and finalize a project schedule.
2. Visually inspect the corridor to identify/verify traffic-related issues, access constraints and existing operating conditions. Collect information pertaining to existing conditions including intersection spacing, traffic controls, lane configurations, lane widths, and driveway locations/access controls. Pictures would be taken for our internal use.
3. CBB will review aerial photos, available surveys or plat maps available publicly or from City files.
4. Collect, acquire, review, and summarize traffic volume data, if readily available from the City of Ladue.
5. Identify some potential improvement alternatives for pedestrian crossings based on industry best practices, available sight distance and other factors. It is important to consider how multiple crossings would work collectively in the CBD.
6. Consider general parameters for each crossing including: location, width, appropriate traffic controls (signs, beacons, traffic signals, etc). No traffic counts or MUTCD signal warrants would be prepared as these locations will NOT justify signalization based on volumes.
7. Where questionable based on visual inspection, measure sight distance and compare to AASHTO intersection sight distance standards required for safe operating visibility.
8. CBB will develop display materials for the public engagement meeting, namely aerial photographs of the intersections with street names shown.
9. CBB will coordinate with the City to attend one public engagement meeting with the adjacent business owners/leaders, residential property owners, other City residents and the general traveling public at-large. The City may also choose to invite other stakeholders.



The purpose of this meeting would be to introduce the project to the affected parties and to identify any problems, needs, or concerns that those parties may have. It will be the City's sole responsibility to identify the stakeholders that should be included in the meeting, to determine how to reach out to them and to cover all aspects of hosting/arranging the meeting.

In order to prepare for the stakeholder engagement meeting, CBB staff will lead or play an active role in the meeting. We anticipate an open house format, so the fee quoted below includes time for one two-hour meeting.

Any follow-up meetings with specific groups or individuals are not included in the fee quoted below, so hours and direct costs for all additional stakeholder meeting time would be charged as an extra service on a time and materials basis.

10. Based on the outcome of the public meeting, work with the City to identify alternative(s) for further development.
11. Prepare conceptual drawings illustrating the alternative(s) selected by the City for further development. These concepts would be redline drawings using publicly available aerial photos showing the proposed crossing locations and basic configuration as well as a typical cross section. The fee quoted below is per concept (each).

Phase Two: Public Engagement to Garner Feedback on Alternative(s)

12. CBB will coordinate with the City to attend a follow-up public engagement meeting to share the preliminary results with the stakeholders/general public. Again, it will be the City's sole responsibility to identify the persons that should be included in the follow-up meeting, to determine how to reach out to them and to cover all aspects of hosting/arranging the meeting.

The purpose of this meeting would be to share the alternatives and preliminary recommendations with the stakeholders/general public and receive their feedback in order to refine those recommendations to a preferred alternative. We anticipate an open house format, so the fee quoted below includes time for one two-hour meeting.

Phase Three: Selection of Preferred Alternative and Project Documentation

13. Meet with the City of Ladue staff to reach a consensus on the preferred alternative based on CBB's work and the public feedback.





14. Refine the preferred alternative by finalizing one concept drawing. All graphics would be redline schematics showing the concept over publicly available aerials or other base drawings provided in AutoCAD by the City
15. Prepare a brief technical memorandum to accompany the preferred concept drawing which will describe key characteristics of the plan.
16. The draft technical memorandum would be provided to the City of Ladue staff for review prior to finalization and publication.
17. When finalized, a final technical memorandum and drawing would be submitted to the City. The submittal will consist of an electronic PDF file of the report transmitted by email. Hardcopies would be available at the cost of printing. It is anticipated that the final product would be incorporated by the City into future plans.

No specific presentations, meetings or public hearings are anticipated for the conclusion of this work, so no hours/fee is included below. However, CBB would be happy to participate and present as requested by the City.

18. If specifically directed by the City of Ladue, CBB could also distribute the report electronically directly to others.

### **Fees**

The work described above would be completed for the fees shown below:

Phase	Basis	Fee
Phase One: Evaluation of Alternatives	Lump Sum	\$ 6,700.00
Conceptual Drawing and Cross Section		
• Waverton and Clayton	Lump Sum	\$ 3,800.00
• Midpark and Clayton	Lump Sum	\$ 3,800.00
Phase Two: Public Engagement to Garner Feedback on Alternatives	Lump Sum	\$ 1,100.00
Phase Three: Selection of Preferred Alternative and Project Documentation	Lump Sum	\$ 4,900.00



**Exclusions, Extra Costs and/or Supplemental Services**

The budget fee estimates above do not include costs for any additional meeting time or public presentations (beyond those specifically listed), traffic counts or operational evaluations, supplemental analyses (VISSIM models, other time periods, other intersections, etc.), survey work, preparation of right-of-way plats or easement descriptions, traffic signal timing or programming, roadway design, signal modifications, signal turn-on, construction staking, construction phasing, construction review, and/or construction inspection.

If needed, these services would be billed as extras on a time and materials basis using the attached rates unless they are addressed by a separate proposal. However, no additional work would be performed without your direction or permission from the City.



**Acceptance**

If the proposed scope of services and fees described above meet your approval, please sign and return this work order as CBB's notice to proceed.

We look forward to working with you on this project. Should you have any questions or comments concerning this work order proposal, please contact me in our St. Louis office, at 314-308-6547 or [Lcannon@cbbtraffic.com](mailto:Lcannon@cbbtraffic.com)

Sincerely,

Lee Cannon, P.E., PTOE  
Principal, Traffic Engineer

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ACCEPTING FOR THE CITY OF LADUE:

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Signature

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Date

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Printed Name

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Title

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Proposal No.: P21-064R

Contact: Ms. Anne C. Lamitola, P.E.

Office No.: (314) 993-5665

Email: [alamitola@cityofladue-mo.gov](mailto:alamitola@cityofladue-mo.gov)



**2021 FEE SCHEDULE\***  
For Contracted Services

<u>Classification</u>		<u>Hourly Rate</u>
Sr. Principal		\$225.00
Senior Engineer	Level V	\$195.00
Senior Engineer	Level IV	\$190.00
Senior Engineer	Level III	\$185.00
Senior Engineer	Level II	\$180.00
Senior Engineer	Level I	\$175.00
Project Engineer	Level V	\$160.00
Project Engineer	Level IV	\$155.00
Project Engineer	Level III	\$150.00
Project Engineer	Level II	\$145.00
Project Engineer	Level I	\$140.00
Project Planner	Level I	\$140.00
Staff Engineer	Level IV	\$125.00
Staff Engineer	Level III	\$120.00
Staff Engineer	Level II	\$115.00
Staff Engineer	Level I	\$110.00
Staff Planner	Level I	\$110.00
Jr. Engineer		\$95.00
CADD Tech	Level III	\$95.00
CADD Tech	Level I	\$80.00
Construction Inspector		\$90.00
Field Tech	Level II	\$90.00
Field Tech	Level I	\$75.00
Financial Admin.		\$100.00
Marketing Spec.		\$90.00

Other Direct Costs (ODC)

Mileage	IRS Standard Rate/Mile
Special Prints or Plan Sheets	Actual Cost
Overnight Mail/Express	Actual Cost
Miscellaneous	Actual Cost

\* Note: Effective January 1, 2021

Rates subject to change January 1 of each calendar year.